

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development

312 Rosa L. Parks Avenue, 7th Floor

Nashville, Tennessee 37243-1102

615-741-7411

sos.hr@tn.gov

Tennessee Relay Center TDD

1-800-848-0298/Voice 1-800-848-0299

JOB ANNOUNCEMENT

Micrographics Imaging Operator

Tennessee Department of State

Division of Tennessee State Library and Archives

Supervisor: Micrographics Manager

Summary: Operates micrographics and other document imaging technologies to transfer historical and current records to microfilm and/or digital files.

Duties/Responsibilities:

- Operates imaging equipment, including rotary and planetary microfilm cameras, digital (DLSR) cameras, microfilm scanners, and digital archive writer.
- Operates related micrographics equipment, such as light meters, mechanical book cradles, and other items.
- Performs image capture from a range of archival and library materials to very exacting standards, consistently and productively.
- Handles rare or fragile originals skillfully to prevent damage during the image process.
- Performs various quality control checks and monitors the quality of images produced; makes adjustments as necessary to focus, value, lighting, and orientation of digital files.
- Prepares daily work reports and accurate and timely records and logs of projects.
- Performs general record keeping and clerical duties.
- Performs other related duties as assigned.

Minimum Qualifications:

Education and Experience:

- Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time library/archival and/or imaging experience.
- Proficient in the setup and maintenance of imaging equipment, including analog and/or digital cameras, photo stands, overhead scanners, and lighting environments.
- Proficient with image processing software.

www.tn.gov/sos

Knowledge and Abilities:

- Possesses good interpersonal skills to communicate effectively with staff, both verbally and in writing.
- Understanding of image capture production methods and equipment and ability to use this information to troubleshoot systems.
- Ability to analyze and synthesize data with a strong attention to detail.
- Ability to be self-motivated, work independently or as part of a team, set and meet deadlines, and demonstrate problem solving skills.
- Ability to organize materials in a logical filing sequence.
- Ability to keep records, track production, and draft basic statistical reports.

Physical Requirements:

- Physical requirements for this position to include good vision, dexterity and the ability to lift equipment, boxes, records, etc., weighing up to 50 pounds.

Health, safety and collections security:

- Assists the organization in creating a safe and healthy working environment by working safely with the equipment provided
- Follows instructions given for health and safety purposes and immediately reports any unsafe working practices or hazardous working conditions
- Takes whatever measures are necessary to protect the collections from loss, mutilation or theft

Location: Downtown Nashville, Tennessee

Salary: \$32,000.00 annually, plus the State of Tennessee benefits package.

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development, sos.hr@tn.gov .